

## Training contract

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Apprenticeships and traineeships operate on the basis of a formal training agreement between an employer and an employee who is an apprentice or trainee. The employer and employee sign a legally binding training contract whereby the employee will train in an apprenticeship or traineeship; this training leads to a nationally recognised qualification.

The training contract outlines the obligations of the employer and apprentice or trainee. It also specifies the qualification to be achieved, commencement date, probationary period and nominal term of the apprenticeship or traineeship. The training contract is also used to determine eligibility for [Australian Government payments and incentives](#), and a state government contribution towards the cost of training through the [User Choice Program](#).

Apprentice Connect Australia Providers (Providers) are contracted by the Australian Government and assist the Department of Employment, Small Business and Training (DESBT) in the apprenticeship and traineeship sign-up and registration process. Providers assist employers, apprentices and trainees in many ways, including:

- providing an induction and general information about apprenticeships and traineeships
- advising on eligibility requirements for entry into apprenticeships and traineeships
- providing the required forms and assisting in their completion and lodgement
- carrying out training contract registration processes, and other processes during the life of the training contract
- assisting employers to lodge claims for Australian Government incentives, if applicable.

Employers wishing to take on an apprentice or trainee should contact an Apprentice Connect Australia Provider (Provider) for assistance. To find the contact details of available Providers, please visit [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au).

The Apprentice Connect Australia Provider will provide the required apprenticeship/traineeship training contract form, help in its completion and lodgement, and assist with the process for claiming any applicable government incentives. Once a training contract is successfully registered, DESBT will provide written confirmation of this fact.